Memorandum of Understanding (MOU)
Between **Sandy Spring Museum** and _____
(Willow Grove Partner – Individual or Organization)

Regarding Use of Willow Grove Cultural Commons

I. Purpose

This Memorandum of Understanding (MOU) establishes a collaborative partnership between Sandy Spring Museum and _____ ("Partner") in which the Willow Grove Partner will receive flexible access to Willow Grove Cultural Commons ("the Grove") for cultural heritage activities at no upfront rental cost.

II. Roles and Responsibilities

Each party agrees to contribute the following to the collaborative partnership:

Sandy Spring Museum will provide the Willow Grove Partner with unstaffed access to the Grove during pre-scheduled, authorized reservation times. Access to the Grove includes use of the Grove's resources and interior/exterior space per the terms of the individual reservation and Willow Grove Use Policies.

_____ **(Partner)** will access the Grove during pre-scheduled, authorized reservation times, adhering at all times to Sandy Spring Museum's Willow Grove Use Policies and Willow Grove Community Agreement.

III. Communication and Coordination

Use of the Grove will be initiated by the Partner through the booking process outlined in the Willow Grove Use Policies. Sandy Spring Museum's designated point of contacts for coordination of scheduling or issue resolution will be the Cultural Heritage Manager and/or Executive Director.

For all public events hosted by Willow Grove Partners, Sandy Spring Museum will manage attendee preregistration and provide Partner with a current roster by close-of-business on the final business day preceding Partner's reservation.

IV. Financial Considerations

Sandy Spring Museum will be responsible for costs related to the routine maintenance of the Grove, as well as costs associated with routine maintenance of equipment at the Grove and museum software which may be utilized to support event registration, marketing, and/or fee collection.

_____ **(Partner)** will be responsible for all other costs associated with events hosted at the Grove, including supplies, outside services such as catering, and security deposits where applicable.

For all monetized events hosted by Willow Grove Partners, Sandy Spring Museum will manage collection of participant fees. Collected fees will be subject to a revenue share agreement with the museum retaining 20% of collected fees. **Partners are prohibited from independent collection of fees or money exchange.**

V. Termination

Either party may terminate this agreement at any time and for any reason. Specifically, Sandy Spring Museum reserves the right to terminate this agreement in the event Partner's membership at Sandy Spring Museum expires and is not renewed.

Further, agreements will be terminated in the event of repeated violations of the reservation cancellation policy outlined in the Willow Grove Use Policies. The museum reserves the right to refuse usage to any individual or group who is hosting an activity deemed to be in conflict with the museum's mission and values.

VI. Acknowledgement

Both parties acknowledge that this MOU is a statement of intent and does not constitute a legally binding agreement. This MOU reflects a spirit of cooperation and mutual respect for the Grove's intended purpose of supporting folk and traditional artists in Montgomery County by providing free and reduced-fee space for cultural heritage activities.

Sandy Spring Museum

_____ _____

Elise Petersen-Deitrick — Date

Cultural Heritage Manager

Willow Grove Partner

_____ _____

Artist/Organization Name (Print) — For Organizations: Primary Contact (Print)

_____ _____

Signature — Date